

CONTRACTOR'S PROGRESS, STATUS AND MANAGEMENT REPORT

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1. **Work Accomplished:**

Each of our personnel had an unusually busy month. The Expeditionary Warfare Operations Division was active! The Financial Analyst continued to work solo in the FMT office during the crucial time of closing one fiscal year and commencing a new one. Dominating his effort, was reconciling a newly imposed FRC structure and the corresponding distribution of funds to each. The Project Engineers were each heavily involved in their respective Thrust Areas and both traveled extensively. We hired our two new employees. Our new WEB/Graphics person hit the deck running providing extensive direct support to Code 35. Our new Executive Administrator had a similar experience. She learned immediately how appreciated her coming aboard was; and, she rose to the occasion. The efforts of each billet are elaborated upon in the following sections:

Financial Analyst: Performing as a Financial Analyst during the month of October 2004, the following actions were completed by Ray Bartholomew. The following bullets (highlighted in blue text) reflect "new" information that has not been previously reported on a reoccurring basis.

- The volume of this month's work mostly entailed preparation of PR reviews by the Code 353 Deputy Director. This required coordination between the Program/EC Managers in having them complete financial templates and then briefing the Deputy on the execution status of previously released funds.
- Code 08 (Kristyn Jones) requested concurrence from me about placing material that is located in the Financial Handbook on the ONR Code 08 website.
- During the absence of the Operations section, coordinated the announcement of a Code 353 all-hands meeting.
- Per the request of Code 353 Operations, identified a financial management timeline
- As the North Wing Alternate Stairwell Monitor, I attended a training session and participated in an emergency evacuation drill.
- Coordinated Cage Code corrections between a PO and Code 08.
- Provided a class to Capt Muladore (MCWL, Quantico) with the purpose of providing an orientation/refresher training concerning aspects of financial management.
- Coordinated responses to several tasker assignments by ONR staff members.
 - Code 08 requesting information on FY05 CONGRESSIONAL PLUS-UPS SPENT IN-HOUSE
 - Code 08 requesting information for GAO review of Freshwater Infrastructure Funds
 - Code 08 requesting information on the OSD comptroller staff request for information - Scientific workforce education and employment.
 - Code 353 PO requesting coordination of funds for ELECTRIC HMMWV
- **The following has been previously reported on a reoccurring basis**
 - Processed Prompt Pay certificates for appropriate personnel.

- On a weekly basis, briefed the Code 353 Director and Deputy Director on ongoing projects/efforts concerning budget execution.
- Distributed narrative updates for each specific FRC/area of responsibility around the first of each month which identifies areas that are possible “trouble spots” and may require action.
- Coordinated the dissemination of Code 35 data sheets.
- Screened message traffic and ensured financial information was distributed to appropriate Thrust Managers.
- Assisted the Code 353 Director and Program Officers with the preparation of Procurement Requests.
- Accepted Invoices from the Managers, received Funding Documents from Code 08, and filed them to the electronic library.
- Researched and responded to internal and external inquiries about Code 353’s execution status by extracting information from INRIS, STARS, DISCOVERER, and COBRA.
- Continued the primary mission of updates to the three financial management tools (“DASHBOARD”, “STORY”, and “SPEND PLANS”) for FY 2002, 2003, 2004 and 2005.

Executive Assistant: Performing as an Executive Assistant during the month of October 2004, the following actions were completed by Ella Alexander. The following bullets (highlighted in blue text) reflect “new” information that has not been previously reported on a reoccurring basis.

- Coordinated and executed a (Retirement Luncheon) which included approximately 30 staff members.
- Prepared travel orders for the Director and the Deputy Director/including hotel arrangement/rental car trip to Pica tinny NJ.
- Issued FRC # to Staff as needed.
- Printed Color Copies and assimilated info into several Binders.
- Scheduled Performance Appraisals for Director
- Edited, copied, made files and typed Performance Appraisals for 3 Program Managers.
- Requested approval from Travel dept on a registration fee for a 24th Army Science Conference. Once the approval was granted, I registered The Director for the conference via fax.
- Attended Code 353 staff meeting
- Sent out e-mail regarding Financial Disclosure Reports due date/responsible for retrieving info before the deadline via Director.
- Sent out daily plan of the day itinerary for Code 353 staff.
- Sent out Plan of the week itinerary every Friday.

- Monitor/add/delete entries on calendar for Code 353, Director, and Deputy Director daily.
- Reviewed Code of Ethics Guideline and recommended proper guidelines for dept parties for Director/Division Director.

Graphic and WEB Developer. As a Graphics and WEB Developer, Adan Perez accomplished the following actions during October 2004:

The following “support” was in the form of developing graphics, providing audio/visual aids, printing and arranging copies, and/or to technically supervise at a given event, making sure all computer presentations worked, microphones, and other technical tasks were accomplished.

- Supported Director George Solhan on MCCDC, EFDC, and Picatinny briefs.
- Supported Deputy Director Jim McGillicuddy on the MCCDC brief.
- Provided creation and production of business tools for Code 353 (business cards, name tags, etc)
- Designed graphics for other Code 35 employees to use in presentations.
- Supported other Code 353 employees on PowerPoint briefs.
- Construct and revised Code 353 Organizational Charts.
- Completed activities to help plan the USMC 229th Birthday celebration (tech. assistance, Guest of Honor bios, pamphlets)

Training: Completed an Information Technology class sponsored by the Office of Naval Research. (Hopper: Introduction to Livelink Explorer 10/21/04).

Project Engineer Logistics Thrust Area: The month of October 2004 was highlighted by the conduct of a EUWP International Science and Technology Workshop conducted in London, UK. Mr. Lawson accomplished the following tasks in support of the Expeditionary Unit Water Purification (EUWP) program:

- In addition to the Workshop, the first week of October was focused toward FY 05 budget input from each of the Commands and organizations supported by the program: TARDEC, EPA, NAVSEA, BoR, and Code 33 (ONR).
- Conducted multiple phone calls for the purpose of: collection of salient data, the verification of spend plans, and details for pending PR preparation.
- Final preparation and completion of media literature and the ONR display unit was achieved and prepared for shipment to London.
- Traveled to London and participated our EUWP International Workshop.
- Post London, worked upon number of logistic follow-up tasks the first week back.

- Conducted liaison with ONR Congressional Liaison Office to commence developing a newspaper article for use in the Quarterly Newsletter of The Middle East Desalination Research Center entitled, Watermark (due Nov 5th).
- Developed a 7 slide Power Point presentation for presentation to the Director and Deputy Director by Major Stocks.
- Conducted liaison with Dr Armistead to coordinate remaining funding requirements for outstanding S&T awards and contracts.
- Formulated Budget spread sheet covering 3 Fiscal years.
- Developed addendum to the Program Mgr's FY 05 "Check Book revealing PR distribution requirements.
- Prepared for, coordinated with ONR PAO and Pentagon Cong. Liaison Office, and attended meeting with Mr Traver, Senator Domenici's office 10/29/04.

Project Engineer HPT&E. As Project Engineer Charlene Mattson accomplished the following actions during October 2004, identified as follows:

- Prepared for and participated in conference call conducted by myself and Ray Bartholomew (Code 353 Financial Analyst) involving Marine Corps Systems Command (MARCORSYSCOM), Program Management for Training Systems (PMTRASYS). The call introduced PMTRASYS to the financial system that 353 uses to track expenditures.
- Collaborated with Victor Santiago, PMTRASYS to make sure that the Real time Video Integration (video flashlight) Technology Model of Shoot House was complete. He also informed me that the Digital Infrastructure implementation and the Video GUI was completed and under stress testing as planned. Refinement is still needed for the Line of sight plus event 3D annotation tools.
- Attended the first live fire exercise at the MCSF Chesapeake with the new Video Flashlight technology. Continued to collaborate between ONR, MARCORSYSCOM PMTRASYS and Sarnoff Corporation about this new Flashlight technology. Videoing taping was done by me and Sarnoff to capture the first Integration (video flashlight) Technology Model of Shoot House for live training. MCSF and PMTRASYS Identified the required CQB training exercises with MCSF Chesapeake that meet intended proof of concept with minimal use of UWB receivers.
- Attended a meeting between the Human Performance Training and Education Office and the Training and Education Command TECOM on 29 Oct 04. Discussion where held to find how each of these organization can help each other in their prospective S&T community.
- Coordinated budgeting activities PMTRASYS, Orlando. This was to analyze past expenditure for future expenditures for FY04 in accordance with INRIS and the ONR Benchmark.
- Started developing a record jacket for each FY04 and FY05 project to include contracts and invoices.

- Working with Major Stocks to assist in the USMC Birthday Cake Cutting Ceremony that will be held on 9 & 10 Nov 04

3. Any significant changes to the contractor's organization or method of operation to the project management network:

Hired personnel filling the WEB/Graphics, and the Executive Administrator billets

4. Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract:

None

5. Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract:

None

6. Any trips and significant results:

Name of Traveler	Point of Origin	Destination	Dates	Mode of travel
Mattson, Charlene	Washington DC	Chesapeake VA	10/21-22/2004	car
Lawson, Lon	Stafford VA	London, UK	10/7 – 10/18/04	Air

7. Contract schedule status: N/A

8. Plans for activities during the following reporting period:

- .Coordination and planning for USMC Birthday Ball ceremonies.
- Preparation of PRs for distribution of FY 05 funding for Core and Congressional projects.